

Bev's Catering

Bev's Catering Client Terms & Conditions

This catering contract is entered into between Bev's Catering ("Caterer") and the Client (named below) and sets forth the agreement between the parties relating to catering services to be provided by the Caterer for the Client for the event identified below:

Event Date _____

Event Location _____

Client Name _____

Client Address _____

Contact Number _____ Email _____

Client Signature _____

The Client agrees to the below upon completion of this contract.

Bev's Catering Booking Process:

1. Quote put together based on dining options and your approx. guest numbers
2. Complimentary tasting (optional upon request by the Client)
3. Non-refundable 30% deposit of quote. This is due within 2 weeks (14 days) of the final quote and/or tasting date.
4. Terms & Conditions (this form) completed and returned via email to bev@bevscatering.com.au

Date Enquiries & Quotes

Upon an enquiry the Client will be offered an approximate quote, subject to Bev's Catering's availability on the event date requested. The quote will remain valid for 14 days from the date of issue at which point a deposit is due in order to secure the booking. The deposit payment is to be made to Bev's Catering directly on approval of the event quotation.

Accepted Payments

All payments are to be made by cash or direct deposit to the bank account indicated on the invoice supplied by Bev's Catering. Credit card payments are accepted via PayPal with an additional fee.

Confirmation of Booking & Payment

A booking can only be confirmed once the Client's completed Terms & Conditions (this form) has been received and the non-refundable 30% deposit of initial quote has been cleared. The deposit payment is credited towards final costs/balance invoice. Bev's Catering will confirm a booking via email.

Bev's Catering Event Final Checklist (due no later than 14 days prior to function):

- Final menu choices
- Final guest numbers
- Specific dietaries & guest names
- Vegetarian/vegan main dish choice (if applicable)
- Number of Vendor meals (ie. photographer/videographer/band etc.)
- Run sheet (must include main POCs for your wedding day, ie. MC)
- Seating plan (if applicable)
- Any other important details - venue specifications/arrival times
- Final balance payment due*

*Must be paid in full no later than 14 days from the event date. The balance will be invoiced and reflective of your final guest numbers / any other changes made from the initial quote.

Balance Payment

All payments are to be made by cash or direct deposit to the bank account indicated on the invoice supplied by Bev's Catering. Credit card payments are accepted via PayPal with an additional fee.

Final payment is required no later than 14 days prior to the event. Any event booked less than 14 days from the event must be paid in full at the time of booking.

If the balance of the total cost of the event is not received 14 days prior to the event date, the Client may be deemed by Bev's Catering to have cancelled the event at that time.

On the event day, should there be any additional expenses incurred over and above the anticipated cost (such as increase in guest numbers, hire needs, changes to event running schedule, extension in event time and staffing requirements) these will be charged and invoiced in the days following the event. The balance of this payment must be made within 14 days after the event date.

Menu Choices

Menu choices are not required at the time of booking, unless the booking is made within 14 days prior to the function.

Final menu selections are required no later than 14 days prior to the function.

Any variations to the menu need to be requested no later than 14 days prior to function or additional charges will apply.

Bev's Catering will ensure that the Client will be supplied the menu items they have ordered in the appropriate portion sizes.

Bev's Catering will recommend the quantity of menu items based on number of guests.

Bev's Catering reserves the right to change menu items based on seasonal availability.

Guest Numbers

Final guest numbers are not required at the time of booking, unless the booking is made within 14 days prior to the function.

Final guest numbers must be confirmed no later than 14 days prior to function to avoid any additional charges.

Bev's Catering will not be responsible for insufficient quantity of food if correct guest numbers are not given at time of final confirmation.

Changes made to guest numbers within 14 days of the event may only be made pending confirmation from Bev's Catering. **A decrease in numbers after this time will not be subject to a refund. An increase in numbers will incur an additional fee.**

Complimentary Tastings (Optional)

Complimentary tastings for up to 4 people can be arranged with Bev's Catering held in Bellevue Hill, Sydney.

Tasting arrangements can be made upon the Client's request via email with Bev's Catering admin staff.

Delivery

For 'drop off' bookings, delivery fees are not included. Deliveries will have a charge applied and will be quoted upon enquiry. Delivery does not include any staff person's time to assist with set-up or pack down.

If staff assistance is required during a delivery this will incur additional charges.

Parking

All parking charges incurred by Bev's Catering relating to the function will be invoiced to the Client.

Breakages / Damage

All breakages and/or loss of hire goods, warming ovens, trays, utensils, bowls and all goods supplied by Bev's Catering are the responsibility of the Client and will be charged accordingly.

Responsibility For Damage

Neither Bev's Catering, the venue nor Bev's Catering employees shall be liable for any loss or damage sustained by the Client, the Client's guests, or by any person, firm or corporation supplying the Client, except where due to Bev's Catering negligence. The Client shall be responsible for making good any damage or loss caused to Bev's Catering or the venue's furniture, fittings & equipment arising out of or in the course of the Client's event.

Waste Disposal

In accordance with food and health regulations, waste disposal will be at the Clients cost and managed with the venue. All necessary information will need to be made available to Bev's Catering prior to the event.

Safety & Hygiene

It is the Client's responsibility to ensure children and guests are kept away from any hot or potentially dangerous equipment, including all chef, bar and kitchen areas. Bev's Catering cannot take any responsibility for any damage to property or persons caused by non-compliance. Pets and other animals must be prevented from entering any area where food is being prepared or served to meet food hygiene and safety requirements.

Staffing

Standard staffing packages are quoted at the time of booking based on approximate number of guests expected to attend the event.

Required staff numbers and hours will be given at the time of enquiry.

Bev's Catering staffing packages are quoted at a standard and include a maximum staffing time of 8 hours. This must allow for arrival, set up, on-site prep, service, pack down and departure. If an event runs longer than that of the estimated schedule additional staff charges will apply.

Final guests numbers (due no later than 14 days prior to the event) determine staffing package level required, and therefore may be charged more or less in the final balance according to any changes to guest numbers made since the initial quote.

Wait Staff serve food only. Bar Staff (RSA) serve alcohol / drinks only.

If the event lands on a Public Holiday, staff rates will be adjusted accordingly and quoted at time of booking.

Staff Travel

Staff travel is charged if distance / travel time exceeds 1 hour from Sydney CBD by car.

Travel time is charged at \$30 per hour per staff person.

Fuel costs are also calculated and included quote (approx. \$30/hour per car travelling).

Staff Accommodation

Staff accommodation is charged if distance / travel time exceeds 2.5 hours from Sydney CBD by car. Staff accommodation is charged at a flat rate of \$150 per night per staff person.

Vendor Meals

Meals for entertainers, photographers and videographers are available upon the Client's request and must be included in the quote/final booking. All meals are to be served after the main guest meals are served.

Dietary Requirements

All guest dietary requirements and specific guest names must be confirmed 14 days prior to the event. Whilst all care will be taken to provide special meals to meet dietary requirements, we are unable to guarantee that any meal will be 100% free of all traces of nuts, dairy, gluten or other allergen products. For extreme allergies, special arrangements must be discussed and may incur an additional charge.

Where applicable, all guests with dietary requirements must be indicated on the seating plan. **During roaming service, guests with dietary requirements are to be informed that they are responsible for making themselves known to the Bev's Catering wait staff.**

Disorderly Conduct

Bev's Catering will not permit or suffer any riotous, disorderly, offensive or improper conduct in any of the event areas; inside or adjacent to the venue or within its confines. Any person believed to be under the influence of alcohol or involved in any riotous, disorderly, offensive or improper conduct will be refused service and may be escorted off the premises if authorities are involved and deem necessary.

Responsible Service Of Alcohol

Bev's Catering has a Responsible Service of Alcohol Policy. It is illegal to serve alcoholic beverages to any person in a state of intoxication. Bev's Catering reserves the right to refuse service to any such persons and/or request their departure from the premises. It is illegal to serve alcoholic beverages to any person less than eighteen years of age. Bev's Catering reserves the right to request suitable identification to this end.

Regulations

1) Government regulations state that a current Australian drivers' licence (valid with photo), a current passport, or an 18+ Card are the only valid documents for proof of age. Any persons not able to produce valid ID may be refused beverage service.

2) Patrons showing signs of undue intoxication or disorderly behaviour will be refused service by Bev's Catering staff.

Venue Management has the right to exercise regulatory conditions at any time during a function if it is believed that the alcohol consumption rate is excessive.

Minors

Any guests under 18 years of age must have their parent/legal guardian's supervision at all times.

Set Up/Pack Down Times

Bev's Catering will be available to set up all kitchen requirements and beverage service (if Bev's Catering RSA bar staff is booked). Bev's Catering staffing packages are quoted at a standard and include a maximum staffing time of 8 hours. This must allow for arrival, set up, on-site prep, service, pack down and departure. If an event runs longer than that of the estimated schedule additional staff charges will apply.

Bev's Catering is not responsible for the set-up or pack down of any entertainment equipment or styling of the event. If you require Bev's Catering staff assistance additional charges may apply.

Venue Kitchen/Cooking Facilities

Bev's Catering requires the Venue's cooking facilities to be of a certain commercial standard in order to provide the Client and their guests with high standard quality food. If the venue does not meet the minimum requirements, Bev's Catering may require the Client to hire additional facilities. For example, if the venue is a Private Residence with a large domestic kitchen, some of the **Minimum Cooking Facility Requirements** may be available, however the remaining may need to be hired from a local supplier.

Minimum Cooking Facility Requirements

- 4 x stainless steel benches (correct catering height 900-920mm / not standard trestle tables)
- 2 x ovens (3 tray convection oven)
- Gas stove top with at least two gas rings
- 1 x warming oven (6 tray chest)
- Mobile cool room
- Microwave
- Running water (or a sufficient alternative)
- Plus, hiring of crockery cutlery etc. from a company who do not require washing up before return (rinse only)

Catering & Service Equipment

Bev's Catering will be responsible for supplying all necessary basic cooking equipment (cooking trays, pans, utensils etc.) as well as service platters and utensils. Bev's Catering service platters are standard whiteware. Alternative service platters and/or utensils for styling purposes must be supplied by the Client and approved by Bev's Catering.

Tableware & Styling

Glassware, tablecloths, crockery and cutlery are not supplied by Bev's Catering, however we can recommend suppliers and/or organise on your behalf which may incur a fee depending on guest numbers.

Additional Equipment Hire

Additional equipment such as bar items, glassware and cool room for beverages are not supplied by Bev's Catering, however we can recommend suppliers and/or organise on your behalf which may incur a fee depending on guest numbers.

Insurance

Bev's Catering holds full public and product liability insurance (\$20,000,000.00) and workers compensation for staff insurance.